

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A53101

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Minor update of duties and responsibilities

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
HR

Accountant/Accounting Technician, FSN-410

06

BJM

01/10/12

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Management Section

a. First Subdivision
B&F

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.**10. This is a complete and accurate description of the duties and responsibilities of this position.**

Typed Name and Signature of Employee

01/17/2012

Date(mm-dd-yy)

Typed Name and Signature of Supervisor

01/17/2012

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**Typed Name and Signature of Section Chief or
Agency Head01/19/2012

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human
Resources Officer01/17/2012

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

As an accountant reviews various commitment and obligation documents, assigns valid accounting classification in accordance with the type of request for the larger, more complex operating allotments of ICASS, including Traditional Bureau funds for operations, OBO funds for ICASS lease holdings and Diplomatic Security (DS) funds for Local Guard costs including DS FOC 5821, 5822 and 5823; communicates with request document source to resolve questions on data submitted. Maintains and keeps updated Accounts Receivable and Accounts Payable systems to include issuance of monthly billing to all staff and tracking of payments received, including telephone charges, official use of official vehicles, medical reimbursement, etc. Periodically reviews unliquidated obligations to determine that these obligations are valid in accordance with established criteria and to assure that the funds status being reported reflects only valid obligations. Prepares reports, based on accounting records data.

Responsibilities also include accountant technician duties.

14. MAJOR DUTIES AND RESPONSIBILITIES

70% Accountant duties

In the process of funds control for ICASS WCF allocations, including Traditional funds for operations, OBO funds for ICASS lease holdings and Diplomatic Security (DS) funds for Local Guard costs including DS FOC 5821, 5822 and 5823, the incumbent reviews various commitment and obligation documents, to ensure that data is consistent with agency accounting structure. Assigns valid accounting classification in accordance with the type of request; communicates with request document source to resolve questions on data submitted. Determines the appropriate accounts, and codes the documents in accordance with the chart of accounts and accounting code structure as provided by the Federal Accounts Symbols and Titles, Financial Service Center's Chart of Accounts, and other as appropriate. Incumbent is responsible for obligation of funds for salaries, travel, transportation, rents, utilities, allowances, equipment and supplies, etc., within amount allotted; makes monthly adjustments of obligations for ICASS WCF allocations, including Traditional funds for operations, OBO funds for ICASS lease holdings and Diplomatic Security (DS) funds for Local Guard costs including DS FOC 5821, 5822 and 5823 to control and estimate the proper amount required to cover recurring obligations. Maintains control sheets to prevent over-obligation of funds and ensure that obligations are properly substantiated and do not exceed authorizations. Periodically reviews unliquidated obligations for current and previous years to determine that these obligations are valid in accordance with established criteria and to assure that the funds status being reported reflects only valid obligations.

Maintains and keeps updated Accounts Receivable system to include issuance of monthly billing to all staff and tracking of payments received, including telephone charges, official use of official vehicles, etc. and Accounts Payable system for medical voucher reimbursement for eligible personnel to include issuance of accurate reimbursement, proper funding sources and ensure that reimbursements will not exceed authorized amount.

20% Accounting Technician Duties

Load on daily basis various financial reposts (60/62, 80, 477 etc.) and verifies incoming from finance center reports against the post's fiscal records. Reviews error list of rejections of directly accessed data. Does required research into discrepancies and rejections and solicits post's personnel and additional sources like miscellaneous Support Desks as necessary in efforts to obtain solutions and to effect the necessary adjusting data entry for proper accounting, including modification recommendation. Incumbent is expected to seek advice and guidance of the supervisor for assistance with the most difficult cases.

10% Acts as back up Budget Analyst in portion of accounting. Other duties as assigned.

15. REQUIRED QUALIFICATIONS

a) Education: Completion of secondary school is required.

b) Prior Work Experience: From two to three years of progressively responsible experience in a professional working environment involving accounting, banking or general financial operations.

c) Post Entry Training: On the job training provided, supplemented with training at FSC Bangkok, FSC Charleston, FSI Washington, RSC Frankfurt.

d) Language Proficiency: Level III (Good Working Knowledge) English. Level III Russian and Level II Turkmen.

e) Knowledge: Must be familiar with 4 FAM, Embassy operating procedures, USG regulations and policies and various complex software used at Post.

f) Skills and Abilities: Word processing, computer literacy (Word, Excel, Access, etc) essential as well as good

numerical skills. Ability to read, interpret and apply provisions of leases, contracts, commitments, obligations and various guidance materials. Ability to analyze accounting codes and account structures, involving detailed procedures for setting up and liquidating obligations Must be able to deal with a broad range of problems. Must have good communications skills and work proficiently in a multi-cultural environment.

16. POSITION ELEMENTS

a) Supervision Received: Expected to seek advice and guidance of the Financial Specialist for assistance with the most difficult cases, guidance and final product review from Financial Specialist.

b) Available Guidelines: 4 FAM, Standardized Regulations and other State Department regulations, handbooks, operating manuals, software guides. Mission policies and procedural guidance.

c) Exercise of Judgment: Must exercise sound judgment and prudence in the performance of duties at all times.

d) Authority to Make Commitments: None.

e) Nature, Level and Purpose of Contacts: Regular contacts with all personnel of the Mission. Working contacts with FSC Bangkok.

f) Supervision Exercised: None.

g) Time Required to Perform Full Range of Duties: 1 year.